

**REQUEST FOR ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT**

For use of this form, see AR 621-5; the proponent agency is ODCSPER.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** 10 USC, Section 4302.

**ROUTINE USES:** Upon initiation of individual.

**PRINCIPAL PURPOSE(S):** To enable the Army/American Council on Education Registry Transcript System (AARTS) to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number is necessary to make positive identification of individual and records.

**DISCLOSURE:** Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.

**ELIGIBLES:** (1) ONLY Regular Army (RA) enlisted soldiers and veterans whose Basic Active Service Dates (BASD) fall on or after 1 October 1981.

(2) ONLY Army National Guard (ARNG) enlisted soldiers and veterans on active rolls as of 1 January 1993 whose Basic Pay Entry Dates (BPED) fall on or after 1 October 1981.

MAIL TO: AARTS Operation Center, Fort Leavenworth, KS 66027-5073

FAX TO: AARTS Operation Center, Commercial (913) 684-2011 or Autovon 552-2011

1. SSN		2. NAME (Last First, MI) (List in parentheses other last names used)			
3. ENLISTED RANK	4. DATE OF BIRTH		5. SIGNATURE		
6. ENLISTED STATUS		7.a. ENLISTMENT DATE (BASD OR BPED) (Must be on or after 1 Oct 81)		b. ETS DATE	
<input type="checkbox"/> ACTIVE <input type="checkbox"/> VETERAN <input type="checkbox"/> ARMY NATIONAL GUARD					
8. FOR YOUR PERSONAL COPY/ARMY EDUCATION RECORD			9. FOR YOUR OFFICIAL COPY		
a. SEND TO			a. SEND TO (REGISTRAR, PERSONNEL OFFICER, OR EMPLOYER)		
b. MAILING ADDRESS (Include ZIP Code + 4)			b. NAME OF COLLEGE, EMPLOYER, OR OTHER RECIPIENT		
			c. MAILING ADDRESS (Include ZIP Code + 4)		
10. FOR OFFICIAL USE ONLY					
a. RESEARCH RECORD					
b. CROSS REF ID #			c. DATA ENTRY		
A	INITIATOR	ID #	C	FICE CODE	ID#
S			O		